

VIIS Helpful Hints



- ◇ Your password must be changed **every 90 days**. VIIS will prompt you to change your password when you log into system. If you do not log into VIIS within **60 days**, your account will become inactive. The VIIS Administrator can reactivate your account. (*Note: Administrators must contact a VIIS Trainer to have their passwords reset.*)
- ◇ Password must be between **12-20** characters. Users cannot repeat the last 24 passwords.

3 of the 4 password criteria must be used:

Special Characters

Alphabetic Characters

Numeric Characters

Combinations of upper and lower case letters



Most Common User Roles

- ◆ **Administrators**: add users, reset passwords, print immunization records and complete VIIS annual renewal.
- ◆ **Inventory Control**: manage inventory, data entry, reports access and print immunization records.
- ◆ **Typical User**: edit data, print immunization records.
- ◆ **Client Reports Only**: review only access. Users can print immunization records. This role cannot edit records.

New Feature

- ◆ Users can reset their VIIS password, if account is active. Note: User account information must be complete to reset password. To update account information, please select **“Manage My Account”** on the **“Manage Access/Account”** screen in VIIS.
- ◆ Information needed: Individual work email address (*email addresses cannot be used by more than one user*), work address and telephone number.
- ◆ Users must establish security questions and answers to be able to reset password.